

## OVERVIEW OF BUDGET

DEPARTMENT: COUNTY ADMINISTRATIVE OFFICE  
COUNTY ADMINISTRATIVE OFFICER: WALLY HILL  
BUDGET UNIT: COUNTY ADMINISTRATIVE OFFICE (AAA CAO)

### I. GENERAL PROGRAM STATEMENT

The County Administrative Office is responsible to the Board of Supervisors for the general administration and coordination of all county operations and programs, together with the preparation and administration of the county budget.

### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	3,455,918	4,452,965	4,287,703	3,498,747
Total Revenue	186,110	275,987	83,262	-
Local Cost	3,269,808	4,176,978	4,204,441	3,498,747
Budgeted Staffing		33.5		27.0

Estimated expenditures include increased costs for the legislative services program (\$78,200) and for the sesquicentennial event planning (\$11,000). Although, the Board allocated budget authority mid-year for these programs, it is not included in the 2002-03 Budget column presented above.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

#### STAFFING CHANGES

Included in base year adjustments is the reduction of 6.5 budgeted positions. One contract position, Director of Legislative Affairs, is transferred to the new legislative program budget unit (AAA LEG). Three contract positions and 0.5 Clerk I position were eliminated when the legislative program was restructured. Additionally, 1.0 Administrative Analyst is eliminated due to the deferral of SB90 revenue and 1.0 Deputy Administrative Officer was eliminated in the 30% cost reduction plan.

#### PROGRAM CHANGES

None.

#### OTHER CHANGES

The reduction of \$6,887 in salaries and benefits reflects the transfer of local cost allocated to this budget unit for a position transferred to the new legislative budget unit (AAA LEG). This allocation funds increased costs of employer paid retirement and workers compensation charges for this transferred position.

### IV. VACANT POSITION IMPACT

The department has a total of 1.0 vacant budgeted position in their 2003-04 Department Request Budget. The breakdown of this position is as follows:

Vacant Budgeted Not In Recruitment	1.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>0.0</u>	Retain
Total Vacant	1.0	

#### Vacant Position Restoration Request:

The department is not requesting restoration of any vacant budgeted positions that are slated for deletion.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

GROUP: Administrative/Executive  
DEPARTMENT: County Administrative Office  
FUND: General AAA CAO

FUNCTION: General  
ACTIVITY: Legislative and Administration

## ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
<b><u>Appropriation</u></b>					
Salaries and Benefits	3,355,483	3,547,501	(488,798)	-	3,058,703
Services and Supplies	1,119,731	1,030,548	(581,096)	43,000	492,452
Central Computer	33,607	33,607	(8,216)	-	25,391
Other Charges	-	2,000	(2,000)	-	-
Equipment	20,000	26,000	(26,000)	-	-
Transfers	29,249	53,676	(54,221)	-	(545)
Total Exp Authority	4,558,070	4,693,332	(1,160,331)	43,000	3,576,001
Reimbursements	(270,367)	(240,367)	170,000	-	(70,367)
Total Appropriation	4,287,703	4,452,965	(990,331)	43,000	3,505,634
<b><u>Revenue</u></b>					
State, Fed or Gov't Aid	83,262	275,987	(275,987)	-	-
Total Revenue	83,262	275,987	(275,987)	-	-
Local Cost	4,204,441	4,176,978	(714,344)	43,000	3,505,634
Budgeted Staffing		33.5	(6.5)	-	27.0

GROUP: Administrative/Executive  
DEPARTMENT: County Administrative Office  
FUND: General AAA CAO

FUNCTION: General  
ACTIVITY: Legislative and Administration

## ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant Restoration	Recommended
	Budget	Adjustments	Request	Impact	Budget (Adjusted)		Budget
<b>Appropriation</b>							
Salaries and Benefits	3,058,703	(6,887)	3,051,816	(32,002)	<b>3,019,814</b>	-	3,019,814
Services and Supplies	492,452	(6,352)	486,100	-	<b>486,100</b>	-	486,100
Central Computer	25,391	-	25,391	-	<b>25,391</b>	-	25,391
Other Charges	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Transfers	<u>(545)</u>	<u>6,352</u>	<u>5,807</u>	<u>-</u>	<u><b>5,807</b></u>	<u>-</u>	<u>5,807</u>
Total Expen Authority	3,576,001	(6,887)	3,569,114	(32,002)	<b>3,537,112</b>	-	3,537,112
Reimbursements	(70,367)	-	(70,367)	-	<u><b>(70,367)</b></u>	-	(70,367)
Total Appropriation	3,505,634	(6,887)	3,498,747	(32,002)	<b>3,466,745</b>	-	3,466,745
<b>Revenue</b>							
State, Fed or Gov't Aid	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	-	-	-	-	-	-	-
Local Cost	3,505,634	(6,887)	3,498,747	(32,002)	<b>3,466,745</b>	-	3,466,745
Budgeted Staffing	27.0	-	27.0	(1.0)	<b>26.0</b>	-	26.0

## COUNTY ADMINISTRATIVE OFFICE

### Base Year Adjustments

Salaries and Benefits	(110,642)	Eliminate 1.0 Administrative Analyst III position proposed to be funded by SB90 reimbursements from the state.
	(517,904)	Eliminate 3.0 contract positions and 0.5 Clerk I position with the restructuring of the legislative program. Transfer 1.0 contract Director of Legislative Affairs to the newly created budget unit for legislation (AAA LEG).
	(144,452)	30% Cost Reduction Plan - Eliminate 1.0 Deputy Administrative Officer position.
	93,774	MOU.
	185,870	Retirement.
	4,556	Risk Management Workers Comp.
	<u>(488,798)</u>	
Services and Supplies	(139,079)	4% Spend Down Plan.
	74,725	Approved by the Board on December 17, 2002 - increased costs of legislative program.
	(221,925)	Transfer to newly created budget unit for legislation (AAA LEG).
	(300,000)	30% Cost Reduction Plan - Reduce management audit expenditures.
	5,183	Risk Management Liabilities.
	<u>(581,096)</u>	
Central Computer	<u>(8,216)</u>	
Other Charges	<u>(2,000)</u>	4% Spend Down Plan - Eliminate lease-purchase of photocopier.
Equipment	<u>(26,000)</u>	4% Spend Down Plan - Eliminate lease-purchase of photocopier.
Transfers	(53,676)	Transfer to newly created budget unit for legislation (AAA LEG).
	(545)	Incremental change in EHAP.
	<u>(54,221)</u>	
Reimbursements	170,000	Transfer to newly created budget unit for legislation (AAA LEG).
Total Appropriation	<u>(990,331)</u>	
State, Fed or Gov't Aid	(110,642)	Reduce SB 90 revenues to reflect elimination of 1.0 position to be funded by this revenue source.
	(165,345)	Reduce revenues from Riverside County for legislative services previously provided on a contract basis.
Total Revenue	<u>(275,987)</u>	
Local Cost	<u>(714,344)</u>	

The legislative services program, previously included in the CAO budget, has been moved to its own budget unit (AAA LEG) for 2003-04. The legislative program was restructured mid-year to reduce reliance on county staff in favor of contracts with federal and state advocacy service providers. As a result of this restructuring, budgeted staff was reduced by 3.5 positions with another 1.0 position transferred to the newly created legislative budget unit. Due to the restructuring of the legislative services program, a total of \$458,160 in appropriation authority was transferred to this newly created budget unit (AAA LEG) from the CAO budget as a base year adjustment.

Staffing was reduced an additional 1.0 position to reflect the elimination of a position that was not filled due to the deferral of SB 90 revenue from the state, and reduced another 1.0 Deputy Administrative Officer position assigned to Law and Justice and legislation was eliminated as part of the 30% cost reduction plan.

### Mid-Year Adjustment

Services & Supplies	<u>43,000</u>	Approved by the Board on April 15, 2003 - Sesquicentennial Event Planning.
Total Mid-Year Appropriation	<u>43,000</u>	
Total Mid-Year Revenue	<u>-</u>	
Total Mid-Year Local Cost	<u>43,000</u>	

## COUNTY ADMINISTRATIVE OFFICE

### Recommended Program Funded Adjustments

Salaries and Benefits	(6,887)	Transfer local cost target for position transferred to the AAA LEG budget unit. Target funds increases in retirement and workers compensation charges.
Services and Supplies	(6,352)	GASB 34 Accounting Change (EHAP).
Transfers	6,352	GASB 34 Accounting Change (EHAP).
Total Appropriation	(6,887)	
Total Revenue	-	
Local Cost	(6,887)	

### Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	1	1.0	32,002	-	32,002
Vacant Budgeted in Recruitment - Remain	-	-	-	-	-
Total Vacant	1	1.0	32,002	-	32,002
Recommended Restoration of Vacant Deleted	-	-	-	-	-

### Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
<u>Vacant Budgeted Not In Recruitment</u>					
<b>Clerk II</b>	<b>77314</b>	<b>(1.0)</b>	<b>(32,002)</b>	-	<b>(32,002)</b>
Subtotal Recommended - <b>Delete</b>		(1.0)	(32,002)	-	(32,002)
Subtotal Recommended - <b>Retain</b>		-	-	-	-
Total Slated for Deletion		(1.0)	(32,002)	-	(32,002)
<u>Vacant Budgeted In Recruitment - <b>Retain</b></u>					
		-	-	-	-
Total in Recruitment - Retain		-	-	-	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.  
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.